



**Blackrock Education Centre**

Ionad Oideachais na Carraige Duibhe

# ALFA Handbook for Associates and Local Facilitators (2019/2020) for the PDST



**pdst.ie**  



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### **1. Who commissions the work for PDST Associates and Local Facilitators?**

All work for PDST Associates and Local Facilitators is allocated and managed by members of the full-time team of the PDST under the direction of PDST management. Blackrock Education Centre (BEC) manages and monitors all information and payments for Associates and Local Facilitators. This service is known as ALFA (Administration for Local Facilitators and Associates) and can be contacted directly by email at [eithne@blackrockec.ie](mailto:eithne@blackrockec.ie) phone at 01-2365000/23.

***Please note: For the purpose of any engagement with the Professional Development Service for Teachers the PDST is the employer and the role of Blackrock Education Centre is an agent for payment only.***

### **3. What type of work is involved?**

The continuing professional development role of Associates and Local Facilitators within the JCT may differ from one sector/region/programme/subject/initiative/project to another. Team Leaders will assign the duties after taking system and local needs into consideration. Some examples of these duties, which Associates may undertake, and Local Facilitators include\*:

- Facilitate school-based CPD events during or after school time in schools and Education Centres
- Engage in design process and resources development
- Develop e-learning or blended learning courses/resources
- Engage in school-based action research
- Train other Associates or Local Facilitators

\*This is not an exhaustive list.



#### **4. What experience/skills/qualities are needed?**

Interested applicants should have:

- An appropriate academic qualification
- A relevant postgraduate qualification
- Relevant experience of working in a classroom.
- Teaching experience

In addition to the specific criteria outlined above candidates most likely to be invited to self-nominate (in the case of Local Facilitators) or called for interview (in the case of Associates) must demonstrate most or all of the following:

- A range of leadership, motivation and innovation skills
- A range of communication, and interpersonal skills as well as a capacity to work independently and as part of a team
- A range of management, planning, ICT, administrative and organisational skills
- Ability to design and/or deliver programmes of continuing professional development and support provision.
- Capacity to mobilise and support teacher reflection, enquiry and classroom-based research, and support for innovation in learning and teaching

#### **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) and the current Data Protection Acts regulate our use of your personal data. As a data processor, it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects. It is our responsibility to ensure that the documentation held is relevant and accurate. It is your responsibility to inform ALFA of any changes to the data provided i.e. change of address or bank details. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the Act. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

We are not obliged to supply this information unless you make a written request and for such requests, a fee will be payable.

We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.



**Paperwork: Required to be completed for each Academic Year**

1. Your Team Leader will issue a link to an Expression of Interest Form to invite you to complete if you are available to work as an Associate or Local Facilitator in the coming Academic year. 01<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020.
2. The Associate completes this form by selecting the Category and Sub category they have been invited to work for on page 1 and their current contact details on page 2 advising if they will be working as a Local Facilitator 6 days per academic year or as an Associate 20 days per academic year.
3. The team leader approves the applications.
4. ALFA in Blackrock EC will issue a link to an **Agreement Form, and Safety Statement and bank details** to the Associate /Local Facilitator for completion by themselves to all approved Associates and Local Facilitators.
5. Once completed the **Agreement Form, is sent to the Direct of the PDST to sign.**
6. When the signed Agreement Safety Statement and Bank details have been completed a link to the Board of Management release form will be sent.
7. There are 2 types of Board of Management Release form you must only complete either BOM A or B.
8. BOM A. Must be completed by you as a statement by you to declare if you are currently retired /on a career break or seconded full time to any service paid by the Department of Education And Skills.
9. BOM B. Must be completed by your Board of Management/ ETB School Manager and your principal if you currently hold an active teaching role/ principal ship/ or paid recognised Department of Education and Skills teaching Role.

*Please note that we have been advised by the Department of Education and Skills that in order to adhere to department policies and current classroom activities, only principals/deputy principals/teachers who have been out of the school environment for less than two years may undertake work on behalf of JCT and in no circumstances can a teacher who is out of the classroom for more than five years be engaged.*



## 6. How does my principal fill in the Online Claims System (OLCS) for substitution purposes?

In the event that a principal is completing the OLCS for substitution cover when an Associate or Local Facilitator is working with the JCT the principal uses the appropriate code as outlined in the Table 1.1.

Table 1.1

### *Categories for OLCS for substitution*

<b>1. SEN – Colleges*</b>	1. Riachtanais Speisialta Oideachais– Coláistí*
<b>2. SEN – SESS</b>	2. Riachtanais Speisialta Oideachais – Seirbhís Tacaíochta d'Oideachas Speisialta
<b>3. Teacher Induction</b>	3. Ionduchtú Múinteoirí
<b>4. Second Level Support- Project Maths, PDST, RSE, Gaeilge, NBSS, Guidance, CSL, NCSE, NIPT, JCT, Creative Schools</b>	4. Tacaíocht Dara Leibhéal -T4, Tionscadal Mata, OSPS, OCG, Gaeilge, Seirbhís Náisiúnta Tacaíochta Iompair, Gairmthreoir JCT
<b>5. Prof Development 1-DEIS</b>	5. Forbairt Ghairmiúil 1-DEIS
<b>6. Prof Development 2-CAPP, CPG Primary, Literacy, Numeracy, Leadership</b>	6. Forbairt Ghairmiúil 2-An Clár um Chosc ar Mhí-úsáid Leanaí, CPG Bunscoile, Litearthacht, Uimhearthacht, Ceannaireacht
<b>7. Prof Development 3-TY, LCA, PE, RE, Language, Science, Cult &amp; Env, Bus &amp; Ent &amp; JCSP non DEIS</b>	7. Forbairt Ghairmiúil 3-TY, Ardteist Fheidhmeach, Corpoideachas, Oideachas Reiligiúnach, Teanga, Eolaíocht, Cultúr & Timpeallacht, Gnó & Fiontar & An Clár Scoile don Teastas Sóisearach nach do scoileanna DEIS é
<b>8. Prof Development 4-Regional Support</b>	8. Forbairt Ghairmiúil 4-Tacaíocht Réigiúnach



## **7. How do I claim payment, travel and subsistence?**

1. The Associates and Local Facilitators will receive a link to the PDST ALFA online payments site.
2. Associates and Local Facilitators must register on this site once each academic year and it is essential to update your details if any change to the information occurs during that academic year. i.e. change of car /address change of contact details new e-mail address / mobile number.
3. It is the responsibility of each Associate/Local Facilitator to log onto the online claims system within **7 days of attending training or delivering work**. The Associate /Local Facilitator should view a list of claims for each event they have attended / delivered.
4. Each claim has an individual id number the Associate /Local Facilitator should select each id separately and should read through the pre populated information to ensure the correct mileage and rates have been assigned to the event, if any additional costs have been incurred such as subsistence for meals / toll charges /parking costs overnight accommodation required in accordance with the DES guidelines the Associate /Local Facilitator should select the relevant additions from the drop down menus available and apply the costs allowed to their claim.
5. Once all checks and changes are confirmed the Associate /Local Facilitator must select the **COMPLETE** button at the end of the page and **IN ADDITION** to the complete button select the **Send for Approval button on bottom of the page**.
6. Claims must be completed and sent for approval on a monthly basis to ensure prompt payment.
7. **All claims over 3 months old will be frozen and can only be released for payment with approval from the director of the PDST.**
8. **Claim forms received with more than 3 months recorded will only receive payments for the earliest 3 months per payroll.**
9. **Claims received for the previous academic year may be subject to a % reduction in Payment.**



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10. The relevant administrator and Team Leader checks these from a **management perspective** to ensure that the Associate/Local Facilitator is working in the schools/education centre as scheduled, and that all overnights were sanctioned in advance **using the criteria as advised by the Department of Education and Skills for journeys over 100KM from your home or base education centre. Or in exceptional circumstances no less than 50 KM. Exceptional circumstances form must be completed and signed off by the director of JCT.** The Director/Team Leader then approves these in the appropriate section marked Approved Yes No and the date of approval is automatically generated for the Associate to see. The PDST sends a file of approved claims to ALFA B.E.C, no later than 7 working days after approval.
11. Technical checking (calculation of correct rates) is undertaken by ALFA at Blackrock Education Centre.
12. Following processing, the travel and subsistence is paid directly to the Associates and Local Facilitators bank accounts, and all documentation is retained at ALFA in Blackrock EC for audit purposes.

**A. See Appendix C** for a summary of lecture fees in addition to travel and subsistence rates; please note:

- An Associate or Local Facilitator will not be required to be located in an Education Centre. He/She may however, be required to travel to the local education centre and elsewhere as necessary. **Travel will not be payable to the local education centre or any venue less than 16km from home or base whichever is the lesser for any training attended, Subsistence will not be payable at your local education centre or any venue which is 8km or less for training or delivery purposes.** The local education centre or home (whichever is the nearer to the venue) as per google maps and regardless of the route taken is the **start point** for the purposes of payment of travel and subsistence expenses. **(Please note both full and part-time education centres can be nominated as your Base Education Centre) to check which centre is closest to your home please see a full list on <https://www.ateci.ie/education-centres.html>**





- **Motor-Travel-Rates-2017-Effective-from-1<sup>st</sup>-April-2017**

**Distance Bands are calculated on mileage accumulated from 1<sup>st</sup> Jan to December 31<sup>st</sup> for each calendar year. Motor bikes and Electric /Hybrid cars are subject to rates Associated with Band 1 Engine Capacity up to 1200cc.**

**Motor Travel Rates per kilometre**

**Delivering work or attendance at Team Meeting with Input**

Distance Bands	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1 0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2 1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3 5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4 25,001 km and over	21.36 cent	22.23 cent	25.85 cent

**Motor Travel Rates per kilometre**

**Attendance at Training**

Reduced Motor Travel Rates per kilometre	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
	16.59 cent	17.63 cent	18.97 cent

- It is the responsibility of each Associate or Local Facilitator to **complete the Associates and Local Facilitators Claim Form for Expenses/Fees in full**, including checking mileage, advising mileage accumulated for work completed outside of mileage paid on behalf of PDST through ALFA for the purposes of calculating cumulative mileage, claiming appropriate subsistence, etc. For audit purposes, **all distances are checked using Google Maps, please be aware only the shortest journey from Home or Base to the venue is payable regardless of the actually route taken.** Therefore, it is advisable to review your distance prior to submission of claims, as deviation from the standard distances will cause delay in processing. If for any reason it is necessary to travel by an alternative route, this should be stated in the Notes section of the online claims system, and the reason clearly outlined, the statement should be signed and dated by the Associate/Local Facilitator.



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- **Mileage for training is paid at a lower rate and is therefore not calculated as part of your yearly cumulative mileage.** Travel and Subsistence expenses must be submitted to the relevant administrative base within the calendar month of the work being completed. Late expenses may be subject to an administrative reduction. This statement will be retained for audit purposes.
- Rates for Subsistence are calculated from time of departure from home and time of return to home (See **Appendix C** for an overview of the subsistence rates).
- **Time of departure and return should also be completed as a start and finish time for work completed at home to ensure the appropriate Yes/No school lecture rate and is applied.**
- **All Tolls (excluding the port tunnel, which is not approved for payment by DES) should be recorded in the Tolls section of each claim. Please retain a copy of all correctly dated receipts or print out of your electronic toll statement for possible auditing purposes.**
- **Miscellaneous expenses** cannot be paid and in the event that additional materials are required by an Associate or Local Facilitator these should be requested from the Director/Team Leader. The Education Centre will provide all photocopying for workshops, and this will be invoiced directly to the relevant PDST account. **Only expenses such as postage/parking fees fall under miscellaneous expenses. Please retain a copy of all correctly dated receipts or print out of your electronic toll statement for possible auditing purposes.**



## **8. How does my principal know how many days I have worked?**

Once you have submitted your Claim form The Director/Team Leader can issue you with a **Completion of Work form (Appendix B)** which can be held on file by your principal.

## **9. Training and development for Associates and Local Facilitators**

The training needs of Associates and Local Facilitators will include:

- PDST administration procedures & protocol for working with Education Centres
- Presentation & facilitation skills
- Use of ICT equipment & tools
- Subject specific content
- National priorities

### **Attending Training**

- In the event that an Associate or Local Facilitator attends training, no fee is payable, and the travel and subsistence is paid at the training rate. If it is a school day, please check that substitute cover can be provided.

### **Providing Training**

- In the event that an Associate or Local Facilitator provides training to colleagues at a training event, then he/she is paid at the normal lecture rate for the presentation, and travel and subsistence is calculated at the working rate.
- Development of Materials
- Associates and Local Facilitators engaged in the development of Materials for PDST may claim for Lecture hours travel and subsistence where applicable at the working rates.

### **Meetings and Administration Hours**

- Associates and Local Facilitators attending Meetings with no input may claim the training rates for travel and subsistence.
- Associates and Local Facilitators attending a meeting with input may claim delivery rates for lecture hours travel and subsistence.
- Administration Hours including compiling evaluation reports and preparation for delivery may be claimed at the delivery in school or out of school rate.

***All of the above may be claimed strictly in accordance with the Department of Education and Skills guidelines and pre-approved by your support service (see Appendix C)***

## 10. Summary of Documents to be completed

Document	For Completion by Local Facilitators & Associates
<b>Facilitator Self-Nomination Form</b>	Once to the PDST
<b>Associate Proposal Form</b> <i>(for former members of support service and candidates that were interviewed by JCT .in the past two years available on request from the relevant team leader)</i>	Once to the PDST
<b>Associate Application Form</b>	Once to the PDST
<b>BOM Release Form</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates) Original Signatures only accepted</i>	Yearly as per School year 01 Sept to 31 Aug to ALFA B.E.C.
<b>Agreement From</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates) Original Signatures only accepted</i>	Yearly as per School year 01 Sept to 31 Aug to ALFA B.E.C.
<b>Safety Statement</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates) Original Signatures only accepted</i>	Yearly as per School year 01 Sept to 31 Aug to ALFA B.E.C.
<b>Bank Details Form</b> <i>(Sent by ALFA BEC to Local Facilitators &amp; Associates) Original Signatures only accepted</i>	Once and then Only if details change
<b>Travel &amp; Subsistence Claim Form</b> <i>Is available on the PDST online claims website only.</i>	
<b>Monthly Diary of Work Form</b> <i>(Sent by the relevant team leaser/administrator to Local Facilitators &amp; Associates)</i>	Monthly



## Appendix A

### Bank Details for Payment Form

#### BANK ACCOUNT DETAILS

It is necessary to ascertain bank details from each individual in order to conduct electronic payment of expense claims. Please fill in the following and return to ALFA, Blackrock Education Centre, Kill Avenue, Dun Laoghaire, Co Dublin, as soon as possible.

Name of Associate or Local Facilitator:	
Bank Name and Branch:	
Account Name:	
Bank Account No:	
Bank Sort Code:	
PPS Number:	
PRSI Class: * required field to set up payment path.	



**Appendix B**

**Completion of Work form**

*Name of teacher/principal:* \_\_\_\_\_

*Date(s) worked:* \_\_\_\_\_

This is to certify that the above teacher/principal has completed work with the PDST in the preceding month as outlined above.

Signed by:

\_\_\_\_\_

PDST Director/Team Leader

Date: \_\_\_\_\_

**Appendix C Rates from April 1<sup>st</sup> 2017 – Summary of Payment, Travel and Subsistence Rates for Associates and Local Facilitators (see DES circular for a more detailed outline) Mileage Accumulation calculated from Jan 01 2017 NOTE: Motorbikes - Electric or Hybrid cars are paid as per rates for band 1 engine capacity up to and inc. 1200cc**

ASSOCIATE /Local Facilitator	Team Meeting with Input	Training Team meeting no input	Workshop Delivery
Mileage (per Km) 0 up to 1500	Band 1 rate engine capacity up to and inc. 1200cc @ 37.95 cent per km, 1201 up to and inc. 1500cc @ 39.86 cent per km, 1501cc and over @ 44.79 cent per km.	Reduced Rate engine capacity up to and inc. 1200cc @ 1659 cent per km, 1201 up to and inc. 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 1 rate engine capacity up to and inc. 1200cc @ 37.95 cent per km, 1201 up to and inc. 1500cc @ 39.86 cent per km, 1501cc and over @ 44.79 cent per km
Mileage (per Km) where an Associate or Local Facilitator has acquired mileage of 1501KM up to and inc. luding 5500KM	Band 2 rate engine capacity up to and inc. 1200cc @ 7000 cent per km, 1201 up to and inc. 1500cc @ 7321 cent per km, 1501cc and over @ 8353 cent per km	Reduced Rate engine capacity up to and inc. 1200cc @ 1659 cent per km, 1201 up to and inc. 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 2 rate engine capacity up to and inc. 1200cc @ 7000 cent per km, 1201 up to and inc. 1500cc @ 7321 cent per km, 1501cc and over @ 8353 cent per km
Mileage (per Km) where an Associate or Local Facilitator has acquired mileage of 5501KM up to and inc. luding 25000KM	Band 3 rate engine capacity up to and inc. 1200cc @ 2755 cent per km, 1201 up to and inc. 1500cc @ 2903 cent per km, 1501cc and over @ 3221 cent per km	Reduced Rate engine capacity up to and inc. 1200cc @ 1659 cent per km, 1201 up to and inc. 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 3 rate engine capacity up to and inc. 1200cc @ 2755 cent per km, 1201 up to and inc. 1500cc @ 2903 cent per km, 1501cc and over @ 3221 cent per km
Mileage (per Km) where an Associate or Local Facilitator has acquired mileage of 25000KM and Over	Band 4 rate engine capacity up to and inc. 1200cc @ 2136 cent per km, 1201 up to and inc. 1500cc @ 2223 cent per km, 1501cc and over @ 2585 cent per km	Reduced Rate engine capacity up to and inc. 1200cc @ 1659 cent per km, 1201 up to and inc. 1500cc @ 1763 cent per km, 1501cc and over @ 1897 cent per km If the event is located less than 16km from home or base whichever is the lesser no travel is payable	Band 4 rate engine capacity up to and inc. 1200cc @ 2136 cent per km, 1201 up to and inc. 1500cc @ 2223 cent per km, 1501cc and over @ 2585 cent per km

Subsistence	<p>10 hr. (and over) up to and Inc. 30 June 2019 €33.61, from and Inc. 1<sup>st</sup> July 2019 €36.97 under 10 hrs. and a minimum of 5 hours) up to and inc. 30 June €14.01, from and Inc. 01<sup>st</sup> July 2019 €15.41 overnight allowance <b>up to 30<sup>th</sup> September 2018 (24hr period &gt;100km) €133.73 * From 01<sup>st</sup> October 2018 €147.00</b> Note If lunch is provided €14.01 will be deducted from the rates above. If the event is in Dublin and the room rate is higher than allowed overnight rate of <b>€133.73 /€147.00</b> Vouched expenses up to €33.61/€36.97 for food can be claimed along with a valid receipt for the accommodation showing accommodation costs of over <b>€133.73/€147.00</b> and receipts provided for additional expenses. If event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable.</p>	<p>10 hr. (and over) up to and Inc. 30 June 2019 €33.61, from and Inc. 1<sup>st</sup> July 2019 €36.97 under 10 hrs. and a minimum of 5 hours) up to and Inc. 30<sup>th</sup> June €14.01, from and Inc. 01<sup>st</sup> July 2019 €15.41 overnight allowance (24hr period &gt;100km) <b>€50.25</b> * Note If lunch is provided €14.01 will be deducted from the rates above If the location of the event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable. If the location of the event is either your base EC or is less than 16 km from your home or base whichever is the lesser no travel is payable.</p>	<p>10 hr. (and over) up to and Inc. 30 June 2019 €33.61, from and Inc. 1<sup>st</sup> July 2019 €36.97 under 10 hrs. and a minimum of 5 hours) up to and Inc. 30 June €14.01, from and inc. 01<sup>st</sup> July 2019 €15.41 , overnight allowance <b>up to 30<sup>th</sup> September 2018 (24hr period &gt;100km) €133.73 * From 01<sup>st</sup> October 2018 €147.00</b> Note If lunch is provided €14.01 will be deducted from the rates above. If the event is in Dublin and the room rate is higher than allowed overnight rate of <b>€133.73 /€147.00</b> Vouched expenses up to €33.61/€36.97 for food can be claimed along with a valid receipt for the accommodation showing accommodation costs of over <b>€133.73/€147.00</b> and receipts provided for additional expenses. If event is either your base EC or is less than 8 km from your home or base whichever is the lesser no subsistence is payable.</p>
Lecture Rate	<p>Outside of school hours €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.15 per day and €812.6 per week. If within School hours the lecture rate of €35.55 for 1 hr. stand-alone contact period. Or €27.93 per hr. subject to a maximum of €139.65 per day and €558.60 per week</p>	<p>N/A No Lecture Rates apply to <b>receiving training</b> or attending a team meeting without input <b>unless agreement of participation is sent to ALFA in writing in advance of the event.</b></p>	<p>Outside of school hours €46.98 for 1 hr. stand-alone contact period. €40.63 per hr. subject to maximum of €203.15 per day and €812.60 per week. If within School hours the lecture rate of €35.55 for 1 hr. stand-alone contact period. Or €27.93 per hr. subject to a maximum of €139.65 per day and €558.60 per week</p>





## Appendix D

### **SAFETY STATEMENT**

The authority given to you to use your own motor car on PDST official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the conditions that it is properly insured, and will continued to be insured by you for the purposes of the Road Traffic Act, 1961.

You must undertake to notify the Director of the PDST working under the direction of the Department of Education and Skills of any change that may occur.

I am aware that the Department of Education and Skills will accept no liability for any loss or damage that may result from the use of my motor vehicle on official PDST business.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_



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### Appendix E



#### **Professional Development Service for Teachers (PDST)**

PDST  
14 Joyce Way  
Park West Business Park  
Nangor Road  
Dublin 12

**General E-mail** [info@pdst.ie](mailto:info@pdst.ie)

For queries on the Online Booking System, please go to [www.pdst.ie/onlinebookinginformation](http://www.pdst.ie/onlinebookinginformation)

For queries relating to Payment, please e-mail Eithne Woods at [eithne@blackrockec.ie](mailto:eithne@blackrockec.ie)

For queries relating to PDST ALFA, please e-mail Gemma Cassidy at [gemma Cassidy@pdst.ie](mailto:gemma Cassidy@pdst.ie)